

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$28,882 PER YEAR

WATER SERVICE INSPECTOR III (CLASS CODE 3142)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Semi-skilled and specialized field work in reading, inspecting, maintaining, opening and closing of residential, multi-residential, commercial and industrial meters, responding to customer complaints, and requests for service, routine maintenance of City equipment; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) Permanent status with the Sewerage & Water Board and three (3) years of experience as a Water Service Inspector II.
- 2) High school graduation or GED. Additional experience with the Sewerage & Water Board may be substituted for high school education, on a year- for-year basis.

<u>Note</u>: Original High School Diploma or GED issued by the State Department of Education must be presented at the time of application, unless it is on file with Civil Service.

- 3) Current valid Louisiana driver's license must be presented at the time of application. Note: Applicants must have a good driving record.
- 4) Successful completion of the following courses offered by the Civil Service Employee Growth & Development Division or equivalent courses offered by the Sewerage & Water Board's Training Division:

Introduction to Supervision	SUPV	610
Introduction to Workplace Discipline for		
First Line Supervisors	SUPV	629
Counseling and Coaching Employees	SUPV	640
Team Building	SUPV	650
Performance Appraisals	SUPV	670

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8428 (Amended 01/21/10)

November 13, 2009

KIND OF EXAMINATION:

A qualifying review of license, training and experience, weighted 100%.

This is a non-competitive departmental promotional examination limited to permanent employees of the Sewerage & Water Board of New Orleans.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicants. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to non-active classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license on their person for purposes of identification during all phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.